

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

<u>POSTING NUMBER:</u>	HR-0056	<u>ISSUE DATE:</u>	August 1, 2016
<u>TITLE:</u>	Personnel Trainee	<u>CLOSING DATE:</u>	August 15, 2016
<u>DIVISION/UNIT:</u>	Office of Human Resources		
<u>LOCATION:</u>	101 South Broad Street Trenton, New Jersey	<u>SALARY RANGE:</u>	Y95: \$39,145.55
<u>POSITION(S):</u>	1	<u>DISTRIBUTION:</u>	STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under the direction of a manager in the Office of Human Resources, as a trainee and productive worker, receives on-the-job training in government personnel practices and procedures and their application and does work related to labor relations and/or various personnel program areas which will provide practical personnel experience; will perform other related duties as required.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0056
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of the resume.

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer